




## MINNESOTA DEPARTMENT OF TRANSPORTATION

### State Aid Division

### Technical Memorandum No. 13-SA-01

January 18, 2013

**To:** County Engineers  
City Engineers  
MnDOT District State Aid Engineers  
MnDOT District Materials Engineers  
FHWA

**From:**   
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State Aid Engineer

**Subject:** **State Aid for Local Transportation**  
**Schedule of Materials Control – Local Government Agency (SMC-LGA)**

#### Expiration

This Technical Memorandum supersedes Technical Memorandum 12-SA-01 and will remain in effect until January 18, 2018, unless superseded prior to this date or the information provided in this Technical Memorandum is incorporated into the [State Aid Manual](#).

#### Implementation

This Technical Memorandum explains the applicability and guidelines for incorporating the SMC-LGA in State Aid funded or Federal Aid Project that are off the National Highway or the Trunk Highway Systems.

#### Introduction

State Aid projects are typically smaller in size and shorter in duration than projects managed by MnDOT Construction. Although the MnDOT Schedule of Materials Control works well on larger projects, the smaller projects scope and shorter timeline of State Aid projects warrants a different set of guidelines be available for use by the local agency.

To assure that State tax dollars are spent in the most effective and efficient manner, it is important to establish a Quality Assurance Program that reflects the risks associated with failing materials as well as the cost and resources required to test less significant material items. The testing rates and procedures described in the SMC-LGA are founded on the [MnDOT Schedule of Materials Control](#) with revisions based on input collected from the Material Control Testing Rates for Low Volume Roads Technical Advisory Panel (TAP), industry affiliates, and local agency representatives.

## Purpose

There are three main purposes of this Technical Memorandum. First, describe which projects are approved to use the SMC-LGA. Second, explain how to correctly reference and incorporate the schedule into the project documents. Third, to give an overview of how to properly document approved products, qualified products, and products that are accepted, without sampling or testing, at the discretion of the Engineer.

## Guidelines

### Applicable Project Types

The SMC-LGA may be used on State Aid funded or Federal Aid funded projects.

The project must meet one of the following criteria:

1. All Local, State Aid, and Federal Aid funded projects must be off the National Highway System
2. Locally let projects with Trunk Highway Funds may be required to use the current MnDOT Schedule of Materials Control as defined in the cooperative agreement.

Please note the Engineer has the option to use the current MnDOT Schedule of Materials Control in place of the SMC-LGA. Either Schedule of Materials Control must be included in the project proposal.

### Required Project Provisions

Similar to the protocol for using the MnDOT Schedule of Materials Control, the SMC-LGA shall be included in the Special Provisions of the Project Proposal. Additionally, the following language shall be included in the Special Provisions to clarify to the Bidder that the SMC-LGA is the governing schedule:

#### S-\_\_ 1603.2 SAMPLING AND TESTING

Replace the first paragraph with the following language:

*Sampling and testing of materials for this project will be in accordance with the State Aid for Local Transportation (SALT) "Schedule of Materials Control – Local Government Agency" (SMC-LGA). This schedule establishes the size of samples and the minimum rate of testing, but in no way affects Specification requirements for the material.*

The "Introduction" page and "Materials Acceptance Summary" form shall be included in the Project Documents for each project that utilizes the SMC-LGA. In addition, the applicable sections of the schedule need to be included in the project proposal. For example, if your project includes concrete, landscape, and grading and base bid items, only those sections of the SMC-LGA need to be included in the project proposal. The SMC-LGA will be located on the State Aid Construction webpage at the following address:

<http://www.dot.state.mn.us/stateaid/Constforms/2013-SALT-SMC-LGA.pdf>

## STATE AID FOR LOCAL TRANSPORTATION

## Material Acceptance Summary

**LOCAL NO.**

**SAP/SP NO.**

[illegible]

\*Items not included on the Approved Product List or the Manufacturer's Certifications have not been received are hereby accepted by the Engineer. Materials on a Qualified Products list which have not been tested at the discretion of the Engineer are hereby accepted.

Signed

Project Engineer

Date \_\_\_\_\_



In order to document the acceptance of materials incorporated in the work on the Project, SALT has created the "Materials Acceptance Summary" form. All items that are accepted based on the MnDOT Approved Products List, MnDOT Qualified Products List, or at the discretion of the Engineer shall be recorded on this form.

Material items shall be recorded on the Materials Acceptance Summary form in the following manner (please note that the following numbers correspond to the highlighted form above):

1. Date the material item is incorporated in the work.
2. Item Description
3. Date that the material item was verified to be located on the Qualified Products List. Print a copy of the MnDOT Qualified Projects List webpage and retain in the Project file.
4. Date that the material item was verified to be located on the Approved Products List. Print a copy of the MnDOT Approved Products List webpage and retain in the Project file.
5. Date Certificate of Compliance was received from supplier/contractor (as required by contract documents).
6. The Engineer may accept a material item by initialing and dating this column for those products which are not found on the MnDOT Approved Products List or the MnDOT Qualified Products List and are not sampled and tested at the discretion of the Engineer.
7. Once the project is complete, the Engineer shall certify all material items by signing the Material Acceptance Summary form. If multiple Material Acceptance Summary forms are required, each form shall be signed accordingly.

## Questions

For information on the technical contents of this memorandum, please contact Ron Bumann, State Aid Construction Practices Specialist at **(218) 725-2811**.

A link to all active and historical State Aid for Local Transportation Technical Memoranda can be found at: [http://www.dot.state.mn.us/stateaid/sa\\_tech\\_memos.html](http://www.dot.state.mn.us/stateaid/sa_tech_memos.html)

To request this document in an alternative format, call Bruce Lattu at 651-366-4718 or 1-800-657-3774 (Greater Minnesota); 711 or 1-800-627-3529 (Minnesota Relay). You may also send an e-mail to [bruce.lattu@state.mn.us](mailto:bruce.lattu@state.mn.us) (please request at least one week in advance).